

West Fargo Youth Baseball Coordinator

Overview

The mission of West Fargo Baseball is to organize, structure and maintain the highest quality baseball program possible. We seek to develop a fun and safe environment that affords each participant the opportunity to learn and play the game of baseball. In addition, we strive to develop fundamental baseball skills while instilling the core values of teamwork, sportsmanship, competition and citizenship into each of our participants.

The West Fargo Youth Baseball Coordinator is a part-time position responsible for several aspects of the West Fargo Baseball program including but not limited to equipment organization, fundraising, league activity coordination, registration activities, and web site administration. This position reports to the West Fargo Baseball Board and is directed by the decisions made by the Board.

Duties and Responsibilities

- Effectively communicate to parents, coaches and players of the West Fargo Baseball program
- Manage team equipment, including purchase recommendations, spring preparations and fall cleanup
- Organize fundraising activities for official West Fargo Baseball fundraisers
- Collaborate with the Tri-City League leaders and manage league activities for which West Fargo Baseball has responsibility
- Recruit and manage league coaches for all age groups and prepare practice schedules
- Coordinate all player registration tasks including setting up registration system, organizing league teams, and organizing all parent/coach meetings after registration is complete
- Update and maintain the West Fargo Baseball website, including setup of team sites, publishing game schedules and other various administration activities
- Act as Youth Tournament Coordinator for West Fargo Tournaments
- Management of records and registrations required at all levels of organizations in which our teams participate
- Represent West Fargo Baseball by attending local and state organization meetings
- Other duties as assigned by the West Fargo Baseball Board

Qualifications

- Bachelor's degree in Sports Management or related field is preferred
- Baseball coaching experience is a plus
- Passion for baseball and commitment to work with youth and their families
- Strong written and verbal communication skills
- Strong time management skills
- Proficiency in basic web administration activities

Additional Information

- Compensation based on experience
- Limited in-state travel required – expenses paid by West Fargo Baseball
- No Benefits offered as part of this position
- Send cover letter and resume to board@westfargobaseball.com.

